

## 215.08

### Notification of Eligibility Status

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**Introduction**

Applicants must be notified of their eligibility status at the time of certification. This policy describes the process of notification.

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**Definition**

An applicant would be considered ineligible if they are attempting to be certified and do not have an active WIC status. This includes applicants who have or have never been on the WIC Program before. If a participant with a current active WIC status is no longer eligible for the program, a termination notice should be used. Terminations are outlined in Policy 215.30.

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**Ineligible, with certification**

If a participant is found ineligible, with certification, the system will terminate the application and certification record. This will only happen if a participant has a status of active. A termination record will be created with a termination effective date 15 days after the date the action was completed.

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**Ineligible, no certification**

If a participant is found ineligible, no certification, the system will make the pending application ineligible. This will only happen if a potential participant has a pending application. The ineligible date will be effective the date the action was completed.

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**If eligible**

When the applicant is found eligible at certification, follow these steps.

Step	Action
1	Review Your Rights and Responsibilities as a WIC Participant (see Policy 215.95A) with the participant or parent/caretaker, and obtain a signature.
2	Issue the eWIC card and obtain the authorizing signature for the participant or participant/caretaker after issuing food benefits.

**Note:** If obtaining an electronic signature for the Rights and Responsibilities is not possible, (i.e. equipment malfunction) clinic staff must obtain a signature on a hard copy Rights and Responsibilities form and then scan it into the participants record.

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## Notification of Eligibility Status, Continued

### If ineligible

Follow the steps in the table below for applicants found ineligible at certification.

Step	Action
1	Obtain the signature of the applicant or parent/guardian.
2	Print the Notice of Ineligibility or Termination Notice depending upon the applicant's current WIC status, and give it to the applicant.
3	Place a comment/alert in the data system that the notice was printed and provided to the parent/guardian/participant.

### Reasons for ineligibility

Applicants may be determined ineligible for services because:

- Household income exceeds the guidelines,
- They failed to bring proof of identity,
- They do not have a nutrition risk, or
- The Iowa WIC Program is serving only higher priority classes due to funding constraints.

### Nutrition services may be provided

Nutrition assessment and nutrition education may be provided to applicants who are found ineligible. Local WIC personnel are encouraged to offer these services along with appropriate referrals for health and other social services.